

LANCASTER COUNTY
CORRECTIONAL RECORDS TECHNICIAN

NATURE OF WORK

This is responsible clerical work organizing and maintaining criminal history records.

Work involves participating in the maintenance of criminal history records including reviewing arrest records to ensure completeness and accuracy; reviewing booking information on new arrests and exchanging information with courts and law enforcement agencies; and, monitoring and maintaining a computerized criminal data information system. Supervision is received from a technical or administrative superior with work reviewed in the form of accuracy and compliance with agency, State and Federal regulations.

EXAMPLES OF WORK PERFORMED

Participate in the maintenance of criminal history records including reviewing arrest records to ensure completeness and accuracy; contact and coordinate information with court and law enforcement personnel concerning criminal record, bonding and trial disposition.

Monitor and maintain a computerized criminal information system including participating in the development and sharing of computer database information; assist in computer system support functions.

Review booking and court information on new arrests and calculate bond costs and release dates; conduct record searches in response to criminal history activities.

Prepare monthly statistical information related to release activities.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and procedures of records management as they pertain to the maintenance of criminal records.

Knowledge of legal and court processes including bonding and trial disposition.

Knowledge of computer records system development and maintenance.

Knowledge of the rules and regulations pertaining to the operation of a corrections facility.

Ability to prepare and maintain confidential records and reports.

Ability to establish and maintain effective working relationships with law enforcement and court officials, coworkers and the general public.

Ability to read, interpret and comply with federal, state and local rules and regulations pertaining to criminal records, bonding and sentence release.

Ability to communicate effectively both orally and in writing.

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DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by coursework in records management, criminal justice or related field, and experience developing, maintaining and evaluating criminal history records.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by coursework in records management, criminal justice or related field and some experience in maintaining record systems or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Approved by: _____
Department Head

Personnel Director

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